

1.1 Introduction

This manual provides instruction on how to use the Case Management / Electronic Case File (CM/ECF) System. CM/ECF allows Internet access to public civil and criminal docket sheets, documents and other court reports. It also supports electronic filings and service by the court and Registered Users.

1.2 User Experience

(a) Windows

It is expected that all users will have a working knowledge of Windows 3.11 or Windows 95 or higher. The user should be familiar with:

- Opening and closing programs;
- Moving, minimizing and maximizing windows;
- Operating menus, text fields, drop down list boxes, scroll bars and other Windows objects using the keyboard and a mouse;
- Switching between programs using a mouse and a keyboard;
- Understanding files, directories, and file system hierarchy;
- Using file browse dialog boxes; and,
- Selecting multiple items from a list.

(b) Browser

It is expected that all users will know how to use an Internet browser. The user should also know how to:

- Locate and browse a specific web address by typing the address in the location field;
- Create and use bookmarks and/or create favorites;
- Identify and operate hypertext links; and,
- Print from a web browser.

(c) Word Processor

It is expected that all users will know how to use their firm's word processor software. It is particularly important that the user know how to print from their word processor.

(d) Adobe Acrobat

Users must also be familiar with Adobe Acrobat document conversion protocols.

1.3 Hardware Requirements

- A computer with a minimum of 32 MB memory (256 MB is recommended);
- A modem supporting a transfer rate of 28.8 K or higher (56K is recommended);
- Internet access through an Internet service provider using Point to Point Protocol (PPP);
- Access to a flatbed scanner with sheet feeder if paper documents need to be imaged before being uploaded into the system.

1.4 Software Requirements

- Windows 95 or higher, or Macintosh;
- Netscape Navigator version 4.5 - 4.7 for the web browser; or
- Internet Explorer (IE) version 5.5 for the web browser;
- Browser configurations requirements: 56-bit encryption (128 bit encryption is recommended); JavaScript enabled; session cookies enabled;
- A PDF-compatible word processor such as Macintosh or Windows-based versions of WordPerfect or Microsoft Word;
- Adobe Acrobat Reader to read portable document formatted (PDF) documents. It is recommended that the highest version available be installed. The Reader software is downloadable from Adobe at no cost;
- Adobe Acrobat Writer version 5.x or higher or WordPerfect 9 to convert documents from a word processor format to PDF;
- Access to electronic mail (e-mail).

1.5 PACER (Public Access to Court Electronic Records) Account

PACER is an electronic public access gateway that allows users to obtain case information, including docket sheets and documents that have not been sealed, from federal courts. Non-court users must have a PACER account. Congress has given the Judicial Conference of the United States authority to impose user fees for electronic access to case information. For more information regarding billing and payment requirements and to obtain a registration form for this account, users may contact the PACER Service Center at www.pacer.uscourts.gov, by calling (800) 676-6856 or (210) 301-6440, or via e-mail at pacer@psc.uscourts.gov. There is no fee to obtain the account.

1.6 Attorney Registration (See [LR 83.1\(e\)](#))

Attorneys are required to register for participation in this system. Registration forms may be obtained from the Clerk's Office or via the court's Internet site address: www.ord.uscourts.gov. Newly admitted attorneys are registered as of the date they are admitted. Pro Hac Vice counsel are registered upon acceptance of their application.

1.7 Login and Password (See [LR 100.2](#))

Upon registration, the Clerk's Office will create a account which contains the Registered User's business address, e-mail address, login and password. New users will receive login and password identification via e-mail following registration. To ensure the integrity of the court's electronic case files, users must employ the highest standard of care in safeguarding the login and password. The login and password constitute the filer's signature pursuant to Fed. R. Civ. P. 11 on all submissions made to the system. Attorneys may change their own login and password at any time through maintenance of their User Account. An attorney who has forgotten or misplaced the login and/or password, should contact the Clerk's Office to have a new one issued.

The e-mail address information stored in the User Account permits the system to automatically generate e-mail notice of all filings in a case to the Registered Users in that case. The system can accommodate multiple secondary e-mail addresses for each user. Commonly, attorneys add the e-mail addresses of their legal assistants or docket clerks as backups. Every e-mail notification sent to the attorney will also be sent to those secondary e-mail addresses designated in the Registered User's account.